**CURRICULUM VITAE**



 **Renoob**

**Sharjah , UAE**

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**CAREER OBJECTIVE:**

A suitable position in ​**Accounts & Administration** ​with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

To work in a challenging friendly environment with positive frame of mind which creates ample opportunities to learn, master and apply latest technologies, leading to professional growth and personal satisfaction

## PROFILE

* 4 Years of experience in UAE in a Accounts
* 3 years of experience in India in accounts & Customer Service
* Have a Bachelor Computer Application (B.C.A).
* Proficient in using M.S.Office, Tally& Quick Books.
* Have excellent planning, analytical & problem solving skills.
* Energetic and capable of working independently and a good deal of autonomy.
* Have excellent time management skills & can meet the deadlines without compromising on quality.
* Energetic, enthusiastic with great attention to details
* Can work under pressure and meet deadlines.

## Employment History

* **Accounts & Administration:** She merchant pvt. Ltd. **April 2016 to January 2017.**
* **Accounts & Administration:** ​AlkindySafetyEqpt.Sales&Maint.Est, Fujiarah, May**2013** to**July 2015**.
* **Accounts & Administration:** ​Skyline Metal Trading L.L.C, Abu Dhabi, Oct **2010 to Dec 2012.**
* **Accounts & Manager:** 3​G Mobile World, India, June 2007 **to Sep 2010.**

## EDUCATION

 ● **Bachelor Computer Application (B.C.A) ­**

Percentage of Marks: 70%

University (CVRU)

## COMPUTER SKILLS

* **Accounting Software :** Tally ERP 9, Wave Accounting, Focus Reach
* **Office Applications :** ​MS Word; MS Excel; MS PowerPoint;
* **Operating Systems :** Windows 7/& Windows 8/ XP /2000
* **Others :** Internet E­mail; Photoshop;

### JOB PROFILE ­ ACCOUNTS

* Received and recorded invoices and arranged payments.
* Prepare and send invoices to debtors.
* Data entry of cash, bank, sales, purchase & journal.
* Managed all petty cash & office supply expense accounts.
* Handle all cash related transactions; Tally cash with sales department daily; deposit the same with bank.
* Calculate and distribute wages and salaries.
* Prepare regular reports and summaries of accounting activities.
* Maintained all aspects of finance, accounting, marketing and data processing for the company.
* Generated Trial balance, Income Statements and prepared balance sheets, general ledger, checks and reports.
* Maintain stock ledgers & supervised inventory control.
* Provide financial information to management for decision making & planning new strategies.Maintain reorder level & submit the same to purchase department

## PERSONAL SKILLS

* Confident, hardworking & determinant enough to achieve goals.
* Persevering enough to pursue my target and not let it go off.
* Good communication skills.
* Positive attitude to achieve bright future.

## PERSONAL PROFILE

 **Date of Birth : 27th April 1988**

 **Nationality : INDIAN**

 **Religion : MUSLIM**

 **Marital Status : SINGLE**

 **Hobbies : Listening Music, Reading ,Cricket**

 **Languages known : Malayalam, Hindi, English &Arabic(Basic)**

**Reference:-**

Reference will be provided on request**.**​

I assure that the above mentioned facts are true to the best of my knowledge and belief.